

**SCHOOL DISTRICT OF SARASOTA COUNTY****JOB DESCRIPTION****EXCEPTIONAL STUDENT EDUCATION INSTRUCTIONAL FACILITATOR****SALARY SCHEDULE: INSTRUCTIONAL****COST CENTER: District-Wide****MINIMUM QUALIFICATIONS:**

- Bachelor's Degree from an accredited educational institution.
- Certification in Exceptional Student Education, Guidance, Speech pathology and a minimum of one core content area, appropriate for grades represented at school site. Minimum of three (3) years successful experience as an Exceptional Student Education (ESE) teacher, Guidance Counselor, School Psychologist, or School Social Worker, preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Basic understanding of ESE students and their disabilities. Knowledge of staffing requirements into ESE programs.
- Knowledge of local, state and federal ESE guidelines.
- Knowledge of district selected research based instructional materials.
- Knowledge of district curriculum.
- Ability to interface with school personnel and parents.

**REPORTS TO:**

ESE Director/Cost Center Head or Designee

**JOB OBJECTIVE:**

Serve as an instructional resource, working collaboratively with school and district personnel to plan and implement a consistent program of improving ESE student achievement using strategies that demonstrate a statistically significant effect on increasing student outcomes.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- Serve as Local Education Agency (LEA) representative at ESE initial eligibility meetings, and as directed.
- Provide services, coaching and technical assistance to regular staff members who work with mainstreamed ESE students.
- Provide assistance and information to parents of ESE students.
- Support school-based family/caregiver training opportunities.
- Possess knowledge of research and evidence-based instructional and intervention practices to support ESE students.
- Collaborate and provide feedback to teachers to support high yield instructional strategies to support implementing and progress monitoring current individual education plans (IEP).

## **EXCEPTIONAL STUDENT EDUCATION INSTRUCTIONAL FACILITATOR (Continued)**

- Collaborate with teachers to implement differentiated instructional methods within all general education settings to ensure students are receiving a Free and Appropriate Education (FAPE).
- Conduct the ESE process and ensure that required procedures related to evaluation, eligibility, and service delivery for students with disabilities are fulfilled.
- Conference with teachers and engage in the problem-solving process to interpret formal and informal assessment data and plan/design specially designed instruction (SDI) for ESE students.
- Serve as an active participant in ESE instructional programming, development, and monitoring of IEPs to reflect student achievement and individual growth.
- Attend professional development opportunities to maintain a high level of skill and knowledge of current research and practices as it relates to ESE instruction and student achievement.
- Coordinate articulation between departments, schools and/or agencies for ESE students.
- Coordinate ESE transportation for the school site.
- Maintain accurate ESE records for auditing purposes.
- Meet on a regular basis with school-site administration and staff to develop goals, reflect on the impact of support provided, provide data regarding return on investments and/or prioritize further support as evidenced.
- Problem solves using active listening skills to support ESE teachers, students and families serving as a bridge between home and school.
- Collaborate and meet with district staff regularly to review compliance procedures, monthly reports, and to problem solve school-based needs.
- Schedule and conduct initial IEP/placement meetings.
- Assist with FTE process and data collection.
- Assist with scheduling of ESE students.
- Serve as a Children at Risk in Education (CARE) team member for the school site for ESE related needs.
- Collaborate and support Child Find process as indicated.
- Assist with parent-teacher conferences as requested.
- Demonstrate initiative in the performance of assigned responsibilities.
- Provide for a safe and secure workplace.
- Model and maintain high ethical standards.
- Follow attendance, punctuality and proper dress rules.
- Maintain confidentiality regarding school matters.
- Maintain positive relationships with staff, students and parents.
- Participate in workshops and training sessions as required.
- Communicate effectively with staff, students and parents.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.
- Prepare all required reports and maintain all appropriate records.
- Follow all School Board policies, rules and regulations.
- Exhibit interpersonal skills to work as an effective team member.
- Demonstrate support for the School District and its goals and priorities.
- Sustained focus and attention to detail for extended periods of time.
- Perform other incidental tasks consistent with the goals and objectives of this position

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Additional contracted summer months may be required

**EXCEPTIONAL STUDENT EDUCATION INSTRUCTIONAL FACILITATOR (Continued)**

Hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 07**